

# U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 10-199

<b>OPEN TO:</b>	All Interested Candidates	<b>OPENING DATE:</b>	June 22, 2010
<b>POSITION:</b>	<b>Cultural Affairs Assistant (Exchange)</b>	<b>CLOSING DATE:</b>	July 5, 2010
<b>GRADE:</b>	FSN-8; FP-6*		
<b>POSITION NO:</b>	I-71802		
<b>WORK HOURS:</b>	Full-time; 40 hours/week		
<b>SALARY:</b>	*Not-Ordinarily Resident: US\$41,780 p.a. (Starting salary) (Position Grade: FP-6 to be confirmed by Washington) *Ordinarily Resident: Rs.740,606 p.a. (Starting salary) (Position Grade: FSN-8)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking individuals for the position of a Cultural Affairs Assistant in the Public Affairs Section (PAS).

### **BASIC FUNCTION OF POSITION:**

Incumbent of this position under the supervision of the Cultural Affairs Specialist for Exchanges and Cultural Affairs Officer, develops, manages, and ensures the effectiveness of PAS exchange programs. Incumbent supports, assists and fills in for the Exchange Specialist in the effective operation and management of the PAS exchange programs including but not limited to the, International Visitor Leadership Program (IVLP), Voluntary Visitor Program, and citizens exchanges. Works within PAS on other cultural programs outside of exchanges. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** University degree (fourteen years of education) in the arts, sciences or business is required.
- 2. EXPERIENCE:** A minimum of two years in a professional/business/public relations/communications setting is required.
- 3. LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing English and Urdu are required.
- 4. KNOWLEDGE:** Familiarity and competence with computers, including basic Microsoft applications is required. This may be tested. Knowledge of a demonstrable interest in the United States, including interest/knowledge of U.S. -Pakistan relations is required.
- 5. ABILITIES & SKILLS:** Incumbent must have strong interpersonal skills, and be equally able to deal with senior officials/politicians as well as young people/students and their parents. Must have good customer services, communication skills and ability to address small groups publicly and privately. Must be a creative thinker and team player.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

**TO APPLY:**

Interested applicants for this position must submit duly filled DS-174 (Application for Employment as Locally Employed Staff) to the following GPO address. To see all open advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html). Only shortlisted candidates will be contacted for the test or interview.

**SUBMIT FILLED DS-174 TO**

Human Resources Office  
U.S. Embassy Islamabad  
P.O. Box 1048, GPO  
Islamabad.

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: July 5, 2010**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.